

City of Lowell
Job Posting
Please Post ~ December 23, 2014
Deadline ~ January 6, 2015
Police Department
Temporary Detention Attendant

Job Title: Detention Attendant – Temporary – 90-Day Appointment (2094)
Department: Police Department
Reports To: Detention Attendant Supervisor, Officer in Charge, Superintendent of Police and their designee
Salary: \$13 per hour, 40 hour work week

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Work under the general supervision of police officers assigned by the Superintendent of Police, including the Officer in Charge of Neighborhood Services;
Search and safeguard prisoners or persons being detained for reasons of incapacitation and being held at the police station lock up;
Maintain the quarters and cells in a state of cleanliness and order;
Maintain a register of prisoners or persons detained at the police station lockup or the Eliot Center;
List and maintain property taken from detainees;
Assign prisoners or detainees to cells in the lockup or Eliot Center and provide routine instructions;
Prevent any possible transfer of weapons or other improper articles to prisoners or detainees;
Assist in the development of resource and referral information for the detainees and their families;
Making decisions and acting quickly in emergency and dangerous situations;
Gathering information through examining records and documents and through observing and questioning individuals;
Analyzing and determining the applicability of data, to draw conclusions and make recommendations;
Motivating others;
Dealing tactfully with others, including establishing and maintaining harmonious working relationships, establishing rapport with persons from a variety of ethnic, cultural and/or economic backgrounds, and interacting with people who are under physical and/or emotional stress;
Following written instructions, reading, understanding and applying the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned work unit ;
Preparing reports and working accurately with names, numbers, codes and/or symbols;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand.

The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI post offer.

Qualified applicants send resume/application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm: Deadline ~ January 6, 2015. Applicants may also send resume/application to fax #978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer